



Nicholas A. Toumpas
Commissioner

Terry R. Smith
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FAMILY ASSISTANCE

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4580 1-800-852-3345 Ext. 4580
FAX: 603-271-4637 TDD Access: 1-800-735-2964

NHRECOVERY
putting new hampshire to work

April 12, 2010

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division of Family Assistance to sole source amend Purchase Order #1003649 with Southern New Hampshire Services, Inc., PO Box 5040, 40 Pine Street, Manchester, NH, (Vendor Code #177198) approved by Governor and Council on September 9, 2009, Item #98, by increasing the price limitation by \$50,000.00 from \$1,379,565.00 to \$1,429,565.00, effective the date of Governor and Council approval through September 30, 2010. This Purchase Order allows Southern NH Services, Inc., as a grant recipient under the Community Services Block Grant (CSBG) to provide community based services and anti-poverty programs to low-income families. This Purchase Order is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide for the increased cost of services to low-income families, the elderly, and individuals as part of the New Hampshire Recovery Plan. Funds are available in the following account(s) for SFY 2010 and 2011, with authority to adjust between fiscal years, if needed and justified.

05-95-45-450010-0805 Health and Social Services, Dept of Health and Human Svcs, HHS: Transitional Assistance, Division of Family Assistance, CSBG ARRA

<u>SFY</u>	<u>Class/ Object Code</u>	<u>Class Title</u>	<u>Current Contract Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
2010	102-500731	Community Service Block Grant	\$1,103,652.00		\$1,103,652.00
2011	102-500731	Community Service Block Grant	<u>\$ 275,913.00</u>	<u>\$50,000.00</u>	<u>\$ 325,913.00</u>
		Total	\$1,379,565.00	\$50,000.00	\$1,429,565.00

EXPLANATION

Provisions of the CSBG ARRA award include the use of one-percent (1%) or \$50,000 of the federal award to improve benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs. The CSBG State Plan for use of the ARRA funding proposed to award these funds to Southern NH Services, on behalf of the New Hampshire Community Action Association (NHCAA), to improve intake and outreach activities among the six NHCAA members and to coordinate and document these activities using the Client Social Services Tracker (CSST) data

collection system. NHCAA members are using the CSST data collection system to coordinate enrollment activities and to compile client demographic data and service usage, so that clients are receiving the services most needed to achieve self-sufficiency.

These funds will be used to investigate the feasibility of bridging the CSST and the Low-Income Home Energy Assistance Program (LIHEAP) software. The Low-Income Home Energy Assistance Program (LIHEAP) is the largest client base program administered by the NHCAs and if it is possible to bridge these two data systems, the amount of data entry will be reduced dramatically and more comprehensive demographic data will be available to measure outcomes and improvements in the lives of New Hampshire citizens served through the programs of the Community Action Agencies. A small portion of these funds will be used to provide CSST training to the NHCAs' intake and outreach staff to ensure accurate data is captured.

Funding for this contract is through the American Recovery and Reinvestment Act of 2009 (ARRA) making available additional Community Services Block Grant (CSBG) funds to address dramatic increases in requests for assistance due to rising unemployment, housing foreclosures, and high food and fuel prices. CSBG supports employment related services such as training, transportation and child care, as well as food, housing, health and emergency assistance to low-income families and individuals, the homeless and the elderly at or below 200 percent of the poverty income guideline. These recovery funds are supplementary to help fill gaps in safety net services by targeting funds directly to community action agencies while they are experiencing revenue shortfalls.

New Hampshire received an award of \$5,000,000 CSBG ARRA funds. The American Recovery and Reinvestment Act of 2009 (ARRA) mandates that no less than 99% (\$4,950,000) of the funds be distributed to the CSBG eligible entities, which in New Hampshire are the six (6) Community Action Agencies (CAAs). At its September 9, 2009 meeting, the Governor and Executive Council approved the following CSBG ARRA fund awards to the Community Action Agencies under items as listed below:

#95	Southwestern Community Services, Inc.	\$ 600,930
#96	Rockingham Community Action, Inc.	\$ 765,765
#97	Belknap-Merrimack Counties, Inc.	\$ 684,090
#98	Southern New Hampshire Services, Inc.	\$1,379,565
#99	Strafford County Community Action Committee, Inc.	\$ 571,725
#100	Tri-County Community Action Program, Inc.	<u>\$ 947,925</u>
	Total	\$4,950,000

To maintain transparency and accountability for the use of the ARRA funds, DFA awarded separate contracts to the CAAs, which serves to segregate the ARRA funds from the ongoing CSBG funding stream. Services provided and the associated costs will be tracked and reported separately to meet the requirements of the ARRA legislation.

CAAs were required to submit separate service and spending community action plans detailing the services to be provided and the population to be served through the use of the CSBG ARRA funds. The CAAs' narrative plans are incorporated in the CSBG Recovery Act State Plan that was submitted May 27, 2009 to the US Department of Health and Human Services, Office of Community Services. As part of the Innovative Community and Neighborhood-based Initiatives, CAAs identified activities such as summer youth employment program, home repair program for elderly and disabled homeowners, a financial asset building program, nutrition and wellness education program for recipients of Temporary Assistance to Needy Families (TANF), and for seniors, family support services, development of a multi-service center to address the unique needs of immigrants

and refugees in New Hampshire, expanded economic development programs, case management and service coordination for individuals and families. At the end of the funding period, the community action plan will be updated to identify the outcomes achieved for the individuals served, and the number of jobs created and/or saved through the services provided. The existing CSBG System Information (IS) Survey will be used to record the goals achieved through the use of the ARRA funding. This reporting structure is currently used to meet the reporting requirements of the ongoing CSBG funding. The IS report is submitted annually to the federal DHHS-Office of Community Services and contains a section of national performance indicators that report outcomes in six (6) goal areas: low-income individuals who become more self-sufficient, the improved living conditions in which low-income people reside, community involvement of low-income people, partnerships achieved among supporters and providers of services to low-income citizens, increased capacity of agencies to achieve results with the low-income and vulnerable populations, and through the strengthening of family and other supportive environments, the improved potential of low-income citizens to achieve greater self-sufficiency and make contributions to their communities. The IS Survey is required reporting for the CSBG ARRA funds.

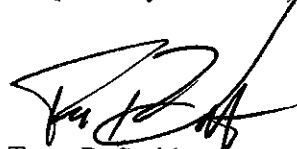
Competitive bids were not sought for these services because the federal law identifies the entities eligible for this core funding. In New Hampshire, the eligible entities are the six community action agencies.

Area served: Statewide

Source of funds: One hundred percent federal funds.

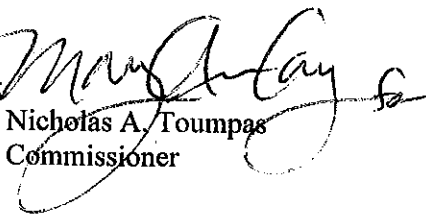
In the event that the Federal funds become no longer available General Funds will not be requested to support this program.

Respectfully submitted,



Terry R. Smith
Director

Approved by:



Nicholas A. Toumpas
Commissioner

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF BUSINESS OPERATIONS
PURCHASE ORDER #1003649
PURCHASE ORDER AMENDMENT**

This agreement (hereinafter called the "Amendment") dated September 9, 2009, by and between the State of New Hampshire acting by and through the Department of Health and Human Services (hereinafter referred to as the "Department") and Southern NH Services, Inc. licensed to do business in the State of New Hampshire (hereinafter referred to as the "Vendor").

WHEREAS, pursuant to an agreement Contract #1003649 approved by the Governor and Council on September 9, 2009 (Item #98), the Vendor agreed to supply certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Department of certain sums as specified therein;

WHEREAS, pursuant to Provision 17 of the Form P-37 to the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and approved by the Governor and Council;

WHEREAS, the Vendor and the Department of Health and Human Services have agreed to amend the Agreement in certain respects:

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do agree as follows:

I. Amend Contract P-37 as follows:

Section 1.8, Price Limitation, by striking \$1,379,565.00 and inserting in its place \$1,429,565.00.

II. Amend Exhibit A of the Agreement as follows:

By adding the following:

Southern NH Services, Inc, as the \$50,000 in funding allows, will:

1. Engage the vendors involved with the Client Social Services Tracker (CSST) data collection system and the Low-Income Home Energy Assistance Program (LIHEAP) software to investigate the feasibility of bridging the two softwares.

The outcome will be a report outlining the most effective process to bridge the two (2) software programs and an estimated cost to implement the bridge.

2. If the bridging is feasible and the cost reasonable, contract to complete the planned process.

The outcome will be that the two software programs will be linked for ongoing data sharing.

3. With remaining funds, bridge CSST and other program software as appropriate based on funding available, the size of program in question and the scope of work involved.

4. Develop a manual and plan to provide CSST training to the CAAs' intake and outreach staff.

These activities will benefit all six Community Action Agencies, as all utilizes CSST and the LIHEAP software and are members of the NH Community Action Association (NHCAA)

Purchase Order Amendment
February 10, 2010

.III. Amend Exhibit B of the Agreement as follows:

By adding the following line:

\$50,000.00 is the 1% of the ARRA grant to be used for benefits enrollment coordination activities;

IV. All other provisions of the contract not inconsistent herewith remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the date and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division of Family Assistance

BY: 


Terry R. Smith, Director

STATE OF NEW HAMPSHIRE

COUNTY OF: Merrimack

On this the 19th day of May 2010, before me, Linda S. White the undersigned officer, personally appeared Terry R. Smith known to me (or satisfactorily proven) to be the person whose name subscribed to the within instrument, and acknowledged that he/she executed the same for purposes therein contained.

In witness thereof I hereto set my hand and official seal.


Notary Public

My Commission Expires: 5/21/2013

AGENCY: Southern NH Services, Inc

BY: 


Gale F. Hennessy, Executive Director

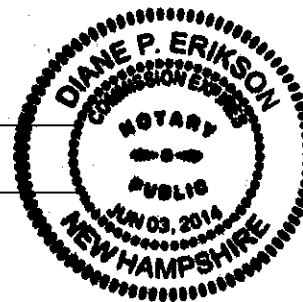
STATE OF NEW HAMPSHIRE

COUNTY OF: HILLSBOROUGH

On this the 6th day of May 2010, before me, Diane P. Erikson the undersigned officer, personally appeared Gale F. Hennessy known to me (or satisfactorily proven) to be the person whose name subscribed to the within instrument, and acknowledged that he executed the same for purposes therein contained.

In witness thereof I hereto set my hand and official seal.



Diane P. Erikson, Notary Public
My Commission Expires: _____



Purchase Order Amendment
February 10, 2010

The preceding amendment, having been reviewed by this office and is approved as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL

BY: 
Rebecca C. Woodard, Attorney
DATE: 5/24/10

GOVERNOR AND EXECUTIVE COUNCIL

BY: _____

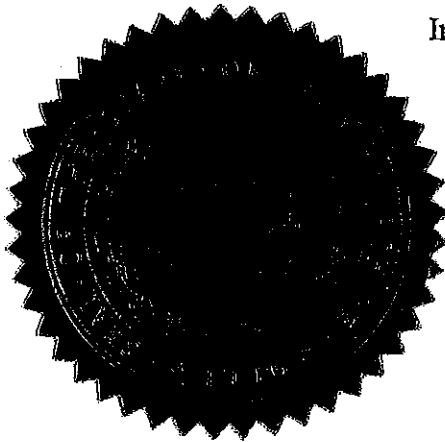
DATE: _____

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire nonprofit corporation formed May 28, 1965. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2010

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE
(Corporate Authority)

I, Mary M. Moriarty, Clerk/Secretary of Southern New Hampshire Services, Inc. (hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that:

- (1) I am that duly elected and acting Clerk/Secretary of the Corporation;
- (2) I maintain and have custody and am familiar with the minute books of the Corporation;
- (3) I am duly authorized to issue certificates with respect to the contents of such books;
- (4) That the Board of Directors of the Corporation have authorized, on September 24, 2009, such authority to be in force and effect until September 30, 2010 the person(s) holding the below listed position(s) to execute and deliver on behalf of the Corporation any contract or other instrument for sale of products and services:

<u>Gale F. Hennessy</u>	<u>Executive Director</u>
<u>Michael O'Shea</u>	<u>Fiscal Officer</u>
<u>Denise Vallancourt</u>	<u>Accounting Manager</u>

- (5) The meeting of the Board of Directors was held in accordance with New Hampshire law and the by-laws of the Corporation; and
- (6) Said authorization has not been modified, amended or rescinded and continues in full force and effect as of the date hereof. Excerpt of dated minutes or copy of article or/ section of authorizing by-law must be attached.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 6th day of May, 2010.

Mary M. Moriarty
Clerk/Secretary

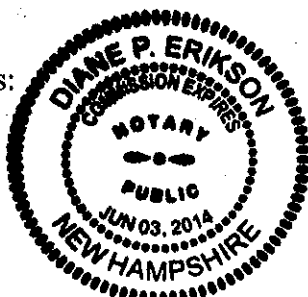
STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

On this the 6th day of May, 2010, before me, Diane P. Erikson, the undersigned Officer, personally appeared, Mary M. Moriarty, who acknowledged herself to be the Clerk/Secretary of Southern New Hampshire Services, Inc., a corporation, and that she as such Clerk/Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.

Diane P. Erikson
Notary Public

My Commission expires:



SOUTHERN NEW HAMPSHIRE SERVICES, INC.

The Community Action Agency for Hillsborough County
Mailing Address: P.O. Box 5040, Manchester, NH 03108
40 Pine Street, Manchester, NH 03103
(603) 668-8010 Fax: (603) 645-6734

RESOLUTIONS

(Approved by Board of Directors 9/24/09)

Resolved: The Board of Directors of Southern New Hampshire Services, Inc. authorizes the Executive Director/Chief Executive Officer, the Fiscal Officer/Chief Financial Officer, the Program Operations Director/Chief Operating Officer or, in their absence, the Accounting Manager to sign contracts, checks and other documents on behalf of the Agency with the following:

The State of New Hampshire including the Department of Health and Human Services: Division of Family Assistance for TANF, NHEP, Families @ Work, Workplace Success, CSBG, Homeless, and Interpretation & Translation Services; Division of Public Health Services for WIC/CSFP, and Substance Abuse Treatment Services; Division for Children, Youth & Families for Accompanied Transportation Services, and Parent Aid Services; Division of Community Based Care Services for RSVP, Substance Abuse Services, and Homeless Programs. The Office of Energy and Planning for Weatherization, Heating, Repair and Replacement Program (HRRP), Senior Energy Assistance Services (SEAS), Fuel Assistance, and Head Start; the New Hampshire Department of Education for the Youth Empowerment Program, Child & Adult Care Food Program, Summer Food Service Program, and English as a Second Language; the New Hampshire Department of Corrections for the Nashua and Manchester Academies.

The U.S. Department of Health and Human Services, Administration for Children and Families for Head Start; Office of Community Services sponsored programs; the Corporation for National and Community Services for RSVP; United States Department of Housing and Urban Development for Housing and Homeless Program.

The United Way of Greater Nashua; Heritage United Way; Monadnock United Way; Community Action Program Belknap/Merrimack Counties, Inc. for the Emergency Food Assistance Program, (TEFAP), the HOME Investment Partnership Program, and the Senior Community Service Employment Program; New Hampshire utility companies for Neighbor Helping Neighbor, Electric Assistance Program (EAP), and NHsaves Home Energy Solution and Home Energy Assistance Programs; National Grid for the KeySpan Energy Delivery Program; City of Manchester; City of Nashua; New Hampshire Housing Finance Authority; Manchester Housing and Redevelopment Authority; Nashua Housing Authority for housing and community development programs; New Hampshire Community Action Association; New Hampshire Workforce Opportunity Council for the Pathway Program, WIA Dislocated Worker and WIA Adult & Disadvantaged Programs; and any and all other Federal, State, Local, Public and Private Agencies seeking to provide services through contractual relationships with Southern New Hampshire Services, Inc.

Resolved: The Southern New Hampshire Services, Inc. enter into contracts with the State of New Hampshire, acting by and through the Bureau of Maternal and Child Health of the Division of Public Health Services of the New Hampshire Department of Health and Human Services providing for the performance by this Corporation of certain maternal and child health services, and that the Executive Director/Chief Executive Officer, the Fiscal Officer/Chief Financial Officer, the Program Operations Director/Chief Operating Officer, or in their absence, the Accounting Manager (or either of them acting singly) be and hereby (is) (are) authorized for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions, and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) as he/she (any of them) may deem necessary, desirable or appropriate to accomplish the same; that the signature of the Executive Director/Chief Executive Officer, the Fiscal Officer/Chief Financial Officer, the Program Operations Director/Chief Operating Officer or, in their absence, the Accounting Manager of this Corporation affixed to any instrument or document described in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer(s) to bind this Corporation thereby.

Resolved: To authorize the Executive Director/Chief Executive Officer, the Fiscal Officer/Chief Financial Officer, the Program Operations Director/Chief Operating Officer, or in their absence, the Accounting Manager to enter into contracts from time to time with the County of Hillsborough and to sign and otherwise fully execute such acceptance and contracts and any related documents requested by the County; this authorization to continue until revoked by vote of this governing board.

ACORD CERTIFICATE OF LIABILITY INSURANCECSR KS
SOUTH-1DATE (MM/DD/YYYY)
03/29/10

PRODUCER Ferdinando Insurance Assoc Inc 637 Chestnut Street Manchester NH 03104 Phone: 603-669-3218 Fax: 603-645-4331		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Southern NH Services Inc. Michael O'Shea P.O. Box 5040 Manchester NH 03108		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Arch Insurance Group	
		INSURER B: Maine Employers Mutual Ins. Co	
		INSURER C: AIG Ins. Cos.	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	NCPKG000130	10/01/09	10/01/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	NCAUT000130	10/01/09	10/01/10	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	NCUMB000130	10/01/09	10/01/10	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	3102801290	12/31/09	12/31/10	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	OTHER Crime	NCPKG000130	10/01/09	10/01/10	Theft \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDERState of NH, DHHS
Division of Family Assistance
CSBG Coordinator
129 Pleasant Street
Concord NH 03301-3857

STATE-1

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

www.rlbco.com
acting@rlbco.com

41 Bates Street
Portland, Maine 04103

Tel: (207) 775-1717
Fax: (207) 775-7103

INDEPENDENT AUDITORS' REPORT

March 23, 2009

Board of Directors
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

We have audited the accompanying combined statements of financial position of Southern New Hampshire Services, Inc. as of July 31, 2008 and 2007 and the related combined statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of Southern New Hampshire Services, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southern New Hampshire Services, Inc. as of July 31, 2008 and 2007, and the results of its operations and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated, March 23, 2009 on our consideration of Southern New Hampshire Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Ron L. Beaulieu & Co.

Certified Public Accountants

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENTS OF FINANCIAL POSITION
JULY 31,

	<u>2008</u>	<u>2007</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 3,021,886	\$ 3,915,745
Investments	1,919,051	1,647,881
Accounts receivable	2,369,787	3,131,988
Prepaid expenses	285,612	243,595
Inventory	-	-
Fees receivable	125,350	116,304
Total current assets	<u>7,721,686</u>	<u>9,055,513</u>
FIXED ASSETS		
Land	3,892,877	2,526,804
Buildings and improvements	50,173,887	48,249,182
Vehicles and equipment	1,669,819	1,618,255
Total fixed assets	<u>55,736,583</u>	<u>52,394,241</u>
Less - accumulated depreciation	<u>(12,451,028)</u>	<u>(10,935,365)</u>
Net fixed assets	<u>43,285,555</u>	<u>41,458,876</u>
OTHER ASSETS		
Restricted cash	1,740,545	1,487,355
Miscellaneous other assets	172,611	177,949
Total other assets	<u>1,913,156</u>	<u>1,665,304</u>
TOTAL ASSETS	<u><u>\$ 52,920,397</u></u>	<u><u>\$ 52,179,693</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	794,797	\$ 1,125,481
Accrued payroll and payroll taxes	255,774	405,590
Accrued compensated absences	431,557	407,896
Accrued other liabilities	183,186	332,877
Deferred revenue	1,775,652	1,801,868
Tenant security deposits	205,397	200,484
Current portion of long-term debt	135,846	222,015
Total current liabilities	<u>3,782,209</u>	<u>4,496,211</u>
LONG-TERM DEBT, less current portion	<u>47,552,024</u>	<u>45,926,195</u>
TOTAL LIABILITIES	<u>51,334,233</u>	<u>50,422,406</u>
NET ASSETS		
Unrestricted	<u>1,586,164</u>	<u>1,757,287</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 52,920,397</u></u>	<u><u>\$ 52,179,693</u></u>

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JULY 31,

	<u>2008</u>	<u>2007</u>
REVENUES		
Grant/contract support	\$ 25,910,702	\$ 23,590,474
Program service fees	885,514	866,234
Local funding	241,067	131,376
Rental income	5,203,809	5,026,760
Gifts and contributions	291,975	298,637
Special events and activities	26,799	25,452
Memberships	37,364	41,571
Investment income (loss)	(53,248)	332,174
Revenue from commercial products	32,827	88,786
In-kind	918,633	866,039
Miscellaneous	875,355	712,476
TOTAL REVENUES	<u>34,370,797</u>	<u>31,979,979</u>
EXPENSES		
Program services:		
Child Development	5,806,221	4,935,290
Community Services	1,169,769	1,393,945
Economic and Workforce Development	8,865,459	7,818,824
Energy	7,725,353	7,306,335
Hispanic-Latino Community Services	191,464	196,847
Housing and Homeless	78,867	99,761
Nutrition and Health	1,464,658	1,388,907
Special Projects	968,872	992,407
Volunteer Services	215,334	201,499
SNHS Management Corporation	1,227,618	1,183,461
Housing Corporations	5,570,648	5,549,818
Total program services	<u>33,284,263</u>	<u>31,067,094</u>
Support services:		
Management and general	<u>1,257,657</u>	<u>1,139,916</u>
TOTAL EXPENSES	<u>34,541,920</u>	<u>32,207,010</u>
INCREASE (DECREASE) IN NET ASSETS	(171,123)	(227,031)
NET ASSETS - AUGUST 1	1,757,287	1,893,104
DONATED CAPITAL	<u>-</u>	<u>91,214</u>
NET ASSETS - JULY 31	<u>\$ 1,586,164</u>	<u>\$ 1,757,287</u>

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JULY 31,

	<u>2008</u>	<u>2007</u>
OPERATING ACTIVITIES		
Change in net assets	\$ (171,123)	\$ (227,031)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	1,586,142	1,678,242
Loss on disposal of assets	29,344	215,018
Changes in operating assets and liabilities		
(Increase) decrease in investments	(271,170)	(778,418)
(Increase) decrease in accounts receivable	762,201	(344,697)
(Increase) decrease in prepaid expenses	(42,017)	(44,514)
(Increase) decrease in inventory	-	13,504
(Increase) decrease in fees receivable	(9,046)	7,313
Increase (decrease) in accounts payable	(330,684)	58,668
Increase (decrease) in accrued payroll and payroll taxes	(149,816)	72,138
Increase (decrease) in accrued comp. absences	23,661	27,019
Increase (decrease) in accrued other liabilities	(149,691)	124,409
Increase (decrease) in deferred revenue	(26,216)	299,600
Increase (decrease) in tenant security deposits	4,913	26,040
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>1,256,498</u>	<u>1,127,291</u>
INVESTING ACTIVITIES		
Purchase of fixed assets	(3,442,165)	(2,535,094)
Other financing activities	5,338	(5,338)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>(3,436,827)</u>	<u>(2,540,432)</u>
FINANCING ACTIVITIES		
Proceeds from long-term debt	1,723,832	2,480,782
Payments on long-term debt	(184,172)	(263,611)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>1,539,660</u>	<u>2,217,171</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(640,669)	804,030
CASH AND CASH EQUIVALENTS - AUGUST 1	<u>5,403,100</u>	<u>4,599,070</u>
CASH AND CASH EQUIVALENTS - JULY 31	<u><u>\$ 4,762,431</u></u>	<u><u>\$ 5,403,100</u></u>
RECONCILIATION OF CASH BALANCE TO STATEMENTS OF FINANCIAL POSITION		
Cash	3,021,886	3,915,745
Restricted cash	1,740,545	1,487,355
Total cash	<u><u>\$ 4,762,431</u></u>	<u><u>\$ 5,403,100</u></u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for:		
Interest	<u><u>\$ 281,145</u></u>	<u><u>\$ 295,290</u></u>

See accompanying independent auditors' report and notes to financial statements.

Southern New Hampshire Services, Inc.
The Community Action Partnership for Hillsborough County
Helping People. Changing Lives.

MISSION STATEMENT

Southern New Hampshire Services, Inc. (SNHS) is a private non-profit corporation chartered in the State of New Hampshire, May 21, 1965 to serve as the Community Action Partnership for Hillsborough County in compliance with the Economic Opportunity Act of 1964. From 1965 through 1969, SNHS was known as the Community Action Agency for Hillsborough County and served the City of Nashua and the twenty-nine towns. In 1969 SNHS became the Community Action Partnership for the City of Manchester as well. In 1974 the agency's name was changed to Southern New Hampshire Services, Inc.

The Economic Opportunity Act of 1964 and subsequent federal legislation establishing the Community Services Block Grant define our basic mission. Under these provisions the fundamental mission of SNHS is:

- A. To provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem.
- B. To provide activities designed to assist low-income participants including homeless individuals and families, migrants, and the elderly poor to:
 - 1. Secure and retain meaningful employment
 - 2. Attain an adequate education
 - 3. Make better use of available income
 - 4. Obtain and maintain adequate housing and a suitable living environment
 - 5. Obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance
 - 6. Remove obstacles and solve problems which block the achievement of self-sufficiency
 - 7. Achieve greater participation in the affairs of the community, and
 - 8. Make more effective use of other programs related to the purposes of the enabling federal legislation.
- C. To provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor.
- D. To coordinate and establish linkages between governmental and other social service programs to assure the effective delivery of such services to low-income individuals.
- E. To encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

The Community Action Agency for Hillsborough County

BOARD OF DIRECTORS

March 2010

Public Sector:

Lou D'Allesandro
332 St. James Avenue
Manchester, NH 03102
NH State Senator
Home: 669-3494
Work: 271-2117

Linda T. Foster
3 Blood Road
Mont Vernon, NH 03057
NH State Rep (*District 4*)
Home: 673-6104

Constance J. Erickson, *Treasurer*
13 April Drive
Nashua, NH 03060-2101
Representing Shirley Santerre
(Clerk of Ward 4 Nashua)
Home: 888-0431
Work: 595-1925

Christopher Pappas
419 Walnut Street
Manchester, NH 03104
Hillsborough County Treasurer
Home: 669-0236

Thomas Mullins
33 East Road
Greenfield, NH 03047
Greenfield Town Moderator
Home: 547-2362
Work: 357-9806

Paul M. Chasse, Jr.
26 Balcom Street
Nashua, NH 03060
Alderman, City of Nashua
Home: 889-6331

Private Sector:

Richard Delay, Sr., *Chairman*
74 Dodge Street
Bennington, NH 03442
NH Grocers Association
Home: 588-2470
Work: 547-3414

Mary M. Moriarty, *Secretary*
62 Coventry Ct.
P. O. Box 2
Merrimack, NH 03054
St. John Neumann Church
Home: 424-5685

German J. Ortiz
8 Reverend Houston Drive
Bedford, NH 03110
Hispanic/Latino
Community Services
Home: 471-0753
Work: 668-5100

Dolores Bellavance, *Vice-Chairman*
3 Denise Street
Nashua, NH 03063
United Way, Nashua
Home: 882-9528

Wayne R. Johnson
17 Valhalla Drive
Nashua, NH 03062-1629
National Association for the
Advancement of Colored People
Home: 882-7921

Patricia Spirou
99 Ward Street
Manchester, NH 03104
Southern New Hampshire University
Home: 669-6386

Representatives of the Low-Income:

Representing Manchester
James Brown
325 Beaver Street
Manchester, NH 03104
Home: 669-3922

Representing Nashua
Norma Roy
145 Ledge Street
Nashua, NH 03060
Home: 595-9210

Representing Towns
Martha Verville
5 Wyman Road
New Ipswich, NH 03071
Home: 878-0692

Roland Houle
1830 Front Street, #3H
Manchester, NH 03102
Home: 627-6916

Janet Allard
76 Temple Street, Apt. 107
Nashua, NH 03060
Home: 889-0328

Leo G. Sauve, Sr.
1 North Mast Street
Goffstown, NH 03045
Home: 497-4758

Head Start-Policy Council

Jennifer Lefebvre
4 ½ Blossom Street
Nashua, NH 03060
Home: 341-0007

SOUTHERN NEW HAMPSHIRE SERVICES, INC.*The Community Action Agency for Hillsborough County*

Mailing Address: P.O. Box 5040, Manchester, NH 03108

40 Pine Street, Manchester, NH 03103

Telephone: (603) 668-8010

Fax: (603) 645-6734

List of Key Administrative Personnel**As of:** April 2010

			This Contract	
Title	Name	Annual Salary	percentage	amount
Executive Director	Gale Hennessy	156,993	0.00%	0
Deputy Director/Fiscal Officer	Michael O'Shea	112,003	0.00%	0
Program Operations Director	Deborah Gosselin	89,999	0.00%	0

GALE F. HENNESSY
8 Weymouth Drive
Bedford, New Hampshire 03110

EXPERIENCE

January 1976 - Present

CEO & Executive Director - Southern New Hampshire Services, Inc.

Community Action Agency for Hillsborough County, NH

Responsible for overall Agency administration, including fiscal, program development and implementation, evaluation, grants development, public relations coordination, liaison with community groups, public and private agencies as well as interaction with advisory committees and the Board of Directors.

State, Regional and National Activities:

President - NH Community Action Association - 1981 - Present

Representative of the State of New Hampshire on the Executive Committee of the New England Community Action Association - 1976 - Present

Representative of the New England Community Action Association to the Board of Directors of the National Community Action Partnership -- 1978 - Present

Chairman of the New England Community Action Association Conference Committee - 1975 - 1988

Member - Board of Directors, CAPLAW -- 1994 - Present

January 1968 - 1976

Deputy Director - Southern New Hampshire Services, Inc.

Responsible for overall Agency administration, including fiscal, program development and implementation, evaluation, grants development, public relations coordination, liaison with community groups, public and private agencies as well as interaction with advisory committees and the Board of Directors.

March 1967 - 1968

Operation HELP Director

Responsible for operating the largest self-help, information referral and direct service program funded by OEO in Hillsborough County, Operation HELP including staff direction, program implementation and development, grants development, and coordination of Board of Directors as well as evaluation of the needs of the poor of Hillsborough County.

- 1967 **Acting Director Operation HELP**
Responsible for implementation of the first OEO funded local initiative program in Hillsborough County, Operation HELP. Participated in the concept, design and implementation of this first anti-poverty activity. Established the first outreach office in Milford, followed by a second office in Nashua. Participated in the recruitment, selection and training of the original Operation HELP staff. Supervised the staff in contacting of local officials, OEO outreach activities as well as establishing mini-offices in the twenty-nine towns of Hillsborough County.
- 1964 - 1965 **Assistant Principal, Wilton High School**
Responsible for the administration of a medium size New Hampshire high school including scheduling, curriculum development, audio-visual program development, and overall educational administration.
- 1962 -1966 **Chairman, Social Studies Department, Wilton High School**
Responsible for the overall supervision of the Social Studies Department including curriculum design and implementation of modern educational techniques, staff coordination and evaluation of the entire social studies department.
- Teacher-Coach, Wilton High School**
Responsible for developing social studies curriculum grades 8 - 12 as well as implementation of modern educational techniques. Served as coach for baseball and basketball teams as well as coordination and scheduling of those and other athletic events.
- 1961-1962 **Teacher and Assistant Principal, Cornish School**
Responsible for school administration, recreation and athletic programs, discipline throughout the educational complex, class scheduling and supervision of staff members. Worked with staff and local school board on updating curriculum, evaluation and assessing current staff.

EDUCATION

Graduated Peterborough, NH High School 1956
BA Degree in Government, University of New Hampshire 1961
Graduate Work: University of New Hampshire and Keene State College
Certified Community Action Professional – Community Action Partnership 1993

AFFILIATIONS

New England Community Action Association - Member, Board of Directors
Community Action Partnership -- Member, Board of Directors
New Hampshire Community Action Association - President
CAPLAW, Inc. - Member, Board of Directors

MICHAEL O'SHEA
280 Smyth Road
Manchester, NH 03104

EXPERIENCE

Southern New Hampshire Services, Inc.
Community Action Agency for Hillsborough County, N H
1976 - Present **Fiscal Officer / Deputy Director**

Responsible for overseeing all organization fiscal operations, including general ledgers, budget preparation, purchasing, insuring fiscal accountability, monitoring cash management systems, contracting independent annual audits, and insuring acceptable accounting standards and procedures. Responsible for maintaining fiscal and accounting practices in accordance with funding source requirements and policies of the SNHS Board of Directors.

1973 - 1976 **Accountant**

Assistant to comptroller in all agency accounting functions. Programs included: CETA - Department of Labor; Elderly Nutrition - State Council on Aging; Head Start - Dept. of Health, Education and Welfare; Administration, Office of Economic Opportunity; and various other Federal and State grants.

Major responsibilities included reporting to management as well as the various Government agencies on all fiscal affairs. Duties included monthly financial reports, budgets, general ledger, accounts payable, receivable, and payroll.

1973 - 1974 **Social Worker**

Helped with running of food co-op. Distributed surplus foods. Certified needy people for fuel loans. Placed high scholars in jobs through Rent-A-Kid.

1969 - 1973 **Jordan Marsh, Portland, Maine**

Shuttle driver responsible for passengers and mail from Portland to Boston and return. Stock boy.

EDUCATION

1972 - 1974 New Hampshire College, Manchester, NH
B.S. Accounting. Major courses in Accounting and Math.

1970 - 1972 Andover Institute of Business, Portland, Maine
A. S. Accounting. Major courses in Accounting and Math.

DEBORAH A GOSSELIN

280 Smyth Road
Manchester, NH 03104

Home Phone: (603) 669-9141

Email: debbie@snhs.org

EXPERIENCE

Southern New Hampshire Services, Inc., (1979 – Present) Manchester, NH

Director of Program Operations (1997 – Present)

- Coordinate the operations of more than two dozen current programs and implement new programs, all providing services for economically disadvantaged population
- The diverse component programs which require an integrating factor for effective management, targeting of resources and fiscal responsibility to the agency, to each other and to the general community
- Work with developmental staff to start-up, integrate with other component program through initial orientation of new Program Directors
- Facilitate meetings
- Develop partnerships with community agencies who can lend support
- Serve as resource person for development and implementation of management skills, techniques and trainings.

Head Start/Child Development Director (1994 – 1997)

- Administered federally funded Head Start Program
- Duties included Grant writing, program planning implementation, evaluation responsible for development and coordination of the major components of the Head Start program; education, health, mental health, social services, parent involvement, nutrition, disabilities and transportation.

Family Services Director (1982 – 1994)

- Administered several federally funded energy programs
- Duties included program planning, implementation, evaluation
- Designed programs with private sector which included: Neighbor Helping Neighbor, Residential Low Income Conservation and Residential Space Heating Programs
- Developed strong relationships with community organizations and funding sources
- Served as the state chairperson of New Hampshire's Fuel Assistance Directors Association
- Acted as liaison between Community Action Agencies and the Governor's Office of Energy and Planning
- Also provided supervision and training to program coordinator, oversaw the budget, approved final selection of staff for Accompanied Transportation and Parent Aide Programs.

Field Coordinator (1980 – 1983)

- Assisted the Director of the Fuel Assistance Program
- Trained, supervised and evaluated staff
- Implemented program outreach activities
- Wrote public service announcements and press releases.

Community Liaison (1979 – 1983)

- Established social service network through Hillsborough County
- Informed the general public about agency services and program criteria
- Started Citizen's Advisory Council.

Head Start Lead Teacher/Family Coordinator (1977 – 1979)

Nashua and Manchester, NH

- Responsible for classroom management of pre-school children and daily planning geared towards individual needs
- Conducted parenting skills workshops and home visits
- Developed a Parent Advisory Council and coordinator of the Curriculum Committee.

EDUCATION & TRAINING

- Bachelor of Science, Early Childhood Education – Cum Laude
University of New Hampshire, Durham, NH
- Southern New Hampshire University Graduate School of Business
Non-Profit Management for Community Development Organizations
- Head Start Program In-Service Training
Rivier College, Nashua, NH
Perspectives of Parenting and Multi-culturism
- NH Office of Alcohol and Drug Prevention
Life Balance and Stress Solutions
National Business Women's Leadership Association
National Seminars Group, Rockhurst College
- UNH Continuing Education, Nashua, NH
Whole Language in the Early Years (K-3)
- Notre Dame College, Manchester, NH
Diagnostic and Remedial Reading
- NH Office of Alcohol and Drug Prevention
Parenting Conference

COMMUNITY INVOLVEMENT / RECOGNITIONS

- CCAP, Certified Community Action Professional
- Governor's Task Force to Study Temporary Assistance to Needy (TANF) HB1461
Served as Sub-committee – Transportation, Chairperson
- NH Works Operator Consortium Committee, Member
- New Hampshire Employment Program, Oversight Team Member
- Seniors Count Coordinating Committee, Member
- Greater Manchester Association of Social Agencies (GMASA), Executive Committee Member
- James B. Sullivan Services Leadership Award

COMMUNITY INVOLVEMENT PAST

- Seniors Count Home Maintenance Committee
- Manchester Community Resource Center, Board of Directors
- Kiwanis International



Nicholas A. Toumpas
Commissioner

Terry R. Smith
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FAMILY ASSISTANCE

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4580 1-800-852-3345 Ext. 4580
FAX: 603-271-4637 TDD Access: 1-800-735-2964

NH RECOVERY
putting new hampshire to work

June 1, 2009

Approved
G+C
09/09/09
Item # 98
1003649

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

1) Authorize the Department of Health and Human Services (DHHS), Division of Family Assistance to enter into a sole source contract with Southern New Hampshire Services, Inc., PO Box 5040, 40 Pine Street, Manchester, NH, Vendor Code #177198 as a grant recipient under the Community Services Block Grant (CSBG) to provide community based services and anti-poverty programs to low-income families effective July 1, 2009 or date of Governor and Council approval, whichever is later, to September 30, 2010 in an amount not to exceed \$1,379,565.00. This contract is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide for the increased cost of services to low-income families, the elderly, and individuals as part of the New Hampshire Recovery Plan. Funds are anticipated in the following account(s) for SFY 2010 and 2011 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust between fiscal years through the Director, Division of Accounting Services, if needed and justified.

05-95-45-450010-0805 Dept of Health and Human Svcs, HHS: Division of Family Assistance, CSBG ARRA

<u>SFY</u>	<u>Account #</u>	<u>Description</u>	<u>Amount</u>
2010	102-0731	Community Service Block Grant	\$1,103,652.00
2011	102-0731	Community Service Block Grant	\$ 275,913.00
		Total	\$1,379,565.00

2) Further authorize the Department of Health and Human Services to make an advance payment of \$183,942.00 to the grantee. This advance will enable the program to operate during the period between monthly reimbursements from the State.

EXPLANATION

Funding for this contract is through the American Recovery and Reinvestment Act of 2009 (ARRA) making available additional Community Services Block Grant (CSBG) funds to address dramatic increases in requests for assistance due to rising unemployment, housing foreclosures, and high food and fuel prices. CSBG supports employment related services such as training, transportation and child care, as well as food, housing, health and emergency assistance to low-income families and individuals, the homeless and the elderly at or below 200 percent of the poverty income guideline. These recovery funds are supplementary to help fill gaps in safety

net services by targeting funds directly to community action agencies while they are experiencing revenue shortfalls.

New Hampshire has been allocated \$5,000,000 CSBG ARRA funds. The American Recovery and Reinvestment Act of 2009 (ARRA) mandates that no less than 99% (\$4,950,000) of the funds be distributed to the CSBG eligible entities, which in New Hampshire are the six (6) Community Action Agencies (CAAs).

To maintain transparency and accountability for the use of the ARRA funds, DFA is awarding separate contracts to the CAAs, which serves to segregate the ARRA funds from the ongoing CSBG funding stream. Services provided and the associated costs will be tracked and reported separately to meet the requirements of the ARRA legislation.

CAAs were required to submit separate service and spending plans detailing the services to be provided and the population to be served through the use of the CSBG ARRA funds. The CAAs' narrative plans are incorporated in the CSBG Recovery Act State Plan that was submitted May 27, 2009 to the US Department of Health and Human Services, Office of Community Services. As part of the Innovative Community and Neighborhood-based Initiatives, CAAs identified activities such as summer youth employment program, home repair program for elderly and disabled homeowners, a financial asset building program, nutrition and wellness education program for recipients of Temporary Assistance to Needy Families (TANF) and seniors, family support services, development of a multi-service center to address the unique needs of immigrants and refugees in New Hampshire, expanded economic development programs, case management and service coordination for individuals and families. The CAAs community action plans will be submitted in the coming months and will list all the programs that will be supplemented with ARRA funds, the number of individuals and/or services that are expected to be provided and the expected number of jobs created and/or saved as a result of these activities. At the end of the funding period, the community action plan will be updated and identify the outcomes achieved for the individuals served, and the number of jobs created and/or saved through the services provided. The existing CSBG System Information (IS) Survey will be used to record the goals achieved through the use of the ARRA funding. This reporting structure is currently used to meet the reporting requirements of the ongoing CSBG funding. The IS report is submitted annually to the DHHS-OCS and contains a section of national performance indicators that report outcomes in six (6) goal areas -low-income individuals who become more self-sufficient, the improved living conditions in which low-income people reside, community involvement of low-income people, partnerships achieved among supporters and providers of services to low-income citizens, increased capacity of agencies to achieve results with the low-income and vulnerable populations, and through the strengthening of family and other supportive environments, the improved potential of low-income citizens to achieve greater self-sufficiency and make contributions to their communities. The IS Survey will be required reporting for the CSBG ARRA funds.

The remaining 1% (\$50,000) of the ARRA grant funding is to be used for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs. In the CSBG State Plan for use of the ARRA funding, we proposed to award these funds to Southern NH Services, as fiscal agent on behalf of the New Hampshire Community Action Association (NHCAA), to improve intake and outreach activities among the six CAAs and to coordinate and document these activities using the Client Social Services Tracker (CSST) data collection system. NHCAA members are using the CSST data collection system to coordinate enrollment activities and to compile client demographic data and service usage, so that clients are receiving the services most needed to achieve self-sufficiency.

The NHCAA will engage a consultant to investigate the feasibility of bridging the CSST and the Low-Income Home Energy Assistance Program (LIHEAP) software. The Low-Income Home Energy Assistance Program (LIHEAP) is the largest client base program administered by NH CAAs and if it is possible to bridge these two data systems, the amount of data entry will be reduced dramatically and more comprehensive demographic data will be available to measure outcomes and improvements in the lives of New Hampshire citizens served through the programs of the Community Action Agencies. A small portion of these funds will be used to provide CSST training to the CAAs' intake and outreach staff to ensure accurate data is captured.

The ARRA funds for the CSBG initiatives will be made available to the Community Action Agencies from July 1, 2009 to September 30, 2010.

Competitive bids were not sought for these services because the federal law identifies the entities eligible for this core funding. In New Hampshire, the eligible entities are the six community action agencies.

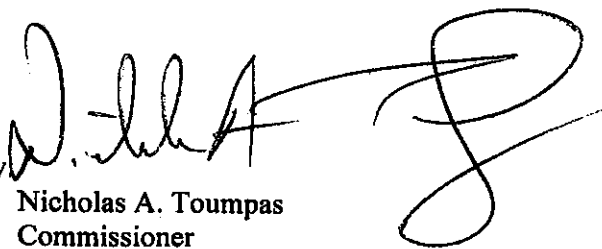
Area served: Hillsborough County.

Source of funds: One hundred percent federal funds.

In the event that the Federal funds become no longer available General Funds will not be requested to support this program.

Respectfully submitted,


Terry R. Smith
Director

Approved by 
Nicholas A. Toumpas
Commissioner

